



## 2016-2017 STAR OF THE NORTH FELLOWSHIP

ADMINISTRATIVE LAW AND WORKERS' COMPENSATION DIVISIONS,  
OFFICE OF ADMINISTRATIVE HEARINGS

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The [Office of Administrative Hearings](#)' (OAH) Administrative Law and Workers' Compensation Divisions is seeking a full-time Star of the North Fellow.

### OVERVIEW:

This fellowship exists to assist the OAH judges and/or staff attorney's with routine legal and clerical support work within our Administrative Law and/or Workers' Compensation Divisions, while providing the fellow with employment experience that will assist them in reaching identifiable educational goals.

### THE FOLLOWING KNOWLEDGE, SKILLS, AND ABILITIES ARE PREFERRED:

- Working knowledge of the OAH's policies and procedures.
- Working knowledge of the Minnesota Data Practices Act as it applies to information maintained by the OAH. Ability to assess requests for information and determine what, if any, information may be released.
- Ability to meet established timetables, quality standards and complete assigned project objectives.
- Ability to research legal problems or questions and apply legal principles.
- Assess incoming documents for accuracy and completion. Also, the ability interpret data and extract information as appropriate.
- Proficient in computer programs such as Microsoft Word, Excel, SharePoint and Outlook and legal research software such as WestlawNext.
- General knowledge of state laws, established precedent and sources of legal reference.
- Knowledge of legal terminology and concepts.
- Ability to establish and maintain effective working relationships with court officials, judges, attorneys and legal support staff.
- Ability to communicate clearly and concisely, both orally and in writing, with a diverse group of people.
- Qualitative and quantitative analysis sufficient to evaluate project results.
- Ability to read and comprehend judicial and administrative literature, program bulletins, manuals and rules sufficient to apply information to assigned tasks.
- Ability to adapt to continuous organizational and program changes sufficient to work constructively under pressure and cope with ambiguity and setbacks.
- Ability to represent the OAH in a positive and respectful manner.

Many different types of information must be gathered to accomplish the tasks of this position. The incumbent must know where and how to retrieve this information and realize what resources are available. The incumbent is able to make decisions regarding work priorities. The incumbent's creative talents and problem solving abilities are used in the daily work routine for assigned work responsibilities.

### ADDITIONAL INFORMATION:

The Freedom to Act is governed by OAH policies and procedures as well as policies and procedures established by the Chief Administrative Law Judge. Consultation is always accomplished with a member of the Senior Management Team when any deviation from normal operating procedures is encountered.

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The State of Minnesota is an equal opportunity, affirmative action, and veteran-friendly employer, and encourages all qualified candidates to apply for job opportunities. If you are an individual with a disability who needs assistance or cannot access the online job application and search tools, please contact the job information line at 651.259.3637. Please indicate what assistance is needed.